

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.121

Effective Date  
01-01-1994

Revised Date  
09-01-2016

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Subject: Policies and Procedures Manual

Reviewed 9/1/16

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## **DEPARTMENT MANUAL ESTABLISHED**

The Policies and Procedures Manual of the Baton Rouge Police Department is hereby established and made available in an Electronic version installed in Departmental computers, available on eForms. The Policy and Procedure Manual may hereafter be referred to as "The Department Manual", "The Policy Manual", or "The Manual". The Manual is a series of volumes containing a composite of current policies, procedures, and rules pertaining to the operations of the Baton Rouge Police Department, as established under previously existing departmental orders, manuals, and approved practices, as well as state and city statutes and ordinances. It describes the Department's organizational structure, and lists the responsibilities and functions thereof. All employees of the Department will abide by the rules and provisions contained within the Manual.

All existing manuals, orders, and other regulations that are in conflict with the contents of the Department Manual are hereby revoked, except that the portions of existing manuals, orders and other regulations which have not been included herein will remain in effect where they do not conflict with the provisions of the Department Manual.

This order establishes the Department Manual and provides general provisions for the organization, maintenance, and use of same. This order will be customized and reproduced at the introduction of each volume of the Manual.

The Manual is comprised of a series of manuals or volumes. Volume 1, containing General Orders, has three chapters, which are hereby established and whose contents are briefly described as follows:

## **ORGANIZATION OF THE MANUAL**

### **Chapter 1 - Administration**

This chapter contains those general orders pertaining to administrative functions of the Department. It sets forth the authority of the Department, duties of the various ranks, the organizational chart, etc.

### **Chapter 2 - Operations**

This chapter contains the general orders that focus on the operational aspects of the Department: Arrest, Traffic, Communications, etc.

### **Chapter 3 - Investigation**

This chapter contains the general orders that define the role of the Criminal Bureau and relate to investigations. Such topics as search and seizure, identification and interrogation are covered.

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### **INTRA-DIVISIONAL PROCEDURES**

The intra-divisional procedures are those policies, procedures, and rules pertaining to the operations of a particular bureau. They are indexed by the bureau numerical identifier, the year the IDP was developed, then a sequential number.

501 – Police Administration  
502 – Uniform Patrol Bureau  
505 – Operational Services Bureau  
506 – Criminal Investigation Bureau

### **NUMBERING SYSTEM OF THE MANUAL**

Within each chapter the general orders will be sequentially numbered to three digits. In other words, the first general order in chapter 1 will be General Order 101, the second 102, etc. Each individual order will be in standard outline form. To cite a particular section you would state, "General Order 101, paragraph I., section A (1)".

### **LEGALITY OF CONTENTS OF THE MANUAL**

If any section, subsection, item, clause, or phrase contained in the Department Manual is found to be illegal or otherwise incorrect or inapplicable, such finding will not affect the validity of the remaining portions of the Manual.

### **DISTRIBUTION OF THE MANUAL**

The Policies and Procedures Manual of the Baton Rouge Police Department is available in an Electronic version installed in Departmental computers, available on eForms.

### **MAINTENANCE OF THE MANUAL**

The Policy Coordinator will be responsible for publishing the Manual, as well as publishing and distributing revisions and/or additions as needed. The Policy Coordinator will be responsible for notifying employees of revisions to the Manual.

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### **POLICY REVIEW**

The Chief will establish a Policy Review Board that will serve under the Office of Professional Standards that consists of seven (7) members designated by the Chief, including the Policy Coordinator. The Board will meet twice a year to review current Department's directives, orders, policies, and procedures. It will be the Office of Professional Standards responsibility for the drafting, publishing, and the distribution of revisions and or additions to the Manual.

### **PROPOSED REVISIONS TO POLICY ORDERS**

Any proposed revisions or amendments to orders may be recommended by any employee, and should be submitted in writing to the policy coordinator or through the employees' chain of command. All proposed changes will be reviewed by the Policy Coordinator, who will then prepare and submit a written report on the proposed change(s) to the Chief of Police or his designee.

The draft will then be circulated through the administrative review chain consisting of the Policy Review Committee, Bureau commanders, the Chief of Staff, and any other subject-matter experts available in the department. Any of the above may accept or modify the policy draft. If modified, the draft will be returned to the Policy Coordinator for revision and re-circulation through the administrative review process. Once approved by the Chief of Police, the policy coordinator will prepare a final copy for his signature. The Chief of Police will have the final authority for any changes in orders, procedure or policy.

### **DISTRIBUTION OF ORDERS/AMENDMENTS**

All revised, amended, or new orders will be distributed to all affected personnel. The distribution will take place in such a manner so that every affected member receives a copy of the order prior to implementation. All members issued copies, regardless of rank, will be required to sign a receipt acknowledging that they have received said order. The documentation of receipt will be maintained in the Policy Coordinator's Office with the original general order.

### **CUSTODY OF MASTER MANUAL**

The Office of Professional Standards will be the custodian of the master copy of the Manual. If any discrepancies are found between orders, volumes or individual copies of the Manual, the master copy will be considered the correct version and final authority. Further, updated master copies of all Divisional General Orders, or standard operating procedures, will also be maintained by the Policy Coordinator. These master copies will also be considered the correct versions and final authorities in cases of discrepancies. Updated copies of Divisional General Orders will also be maintained by the respective area Commanders affected by the orders.

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### **ELECTRONIC POLICY DISTRIBUTION**

The Manual may also be made available to employees in an electronic format for use with a lap top or personal computer. Receipt is defined as acknowledging the installation of the electronic files on the employees' computer hard drive, having access through the network, or receiving the files by e-mail. Any employee who fails to receive any part or all of the files should contact Technological Support before acknowledging the receipt.

Policy distributed in electronic format will be as binding as those received in hard copy form. To insure the integrity of policies distributed in this manner, the Chief of Police will review and sign a printed copy. The policy coordinator will then prepare an electronic file containing the policy or revision and attach the signature of the Chief of Police. The signed original will be kept on file.

These documents will be considered the same as a paper copy of a general order or intra-divisional procedure. Any alteration of these files without the authorization of the Chief of Police is a violation of departmental policy.

### **DISCRETION**

Department Policies and Procedures are based on law, requirements of city, state and federal governments, court decisions and experiences of other police organizations, as well as the Baton Rouge Police Department. Employees are directed to adhere to all orders, rules, regulations, policies and procedures, and strive to use proper judgement and discretion in situations not specifically covered in such orders.

Employees should base their actions on the needs of the citizens and the best interests of the Department.

If circumstances do require a deviation from established policies, it will be done keeping the following items in mind:

1. The necessity to deviate from established policy should rarely occur.
2. Employees must be prepared to reasonably justify any deviation from policy.
3. If at all possible, employees should obtain supervisory approval for the deviation from policy.
4. Employees must report deviations from policy to their supervisors as soon as possible after the deviation occurs.

### **GRAMMATICAL CONSTRUCTION OF THE MANUAL**

The following rules of grammar will apply throughout the Department Manual:

**Number And Gender** - Words used in the singular number apply also to the plural; words used in the plural number include the singular. Use of the masculine gender includes the feminine and neuter genders.

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**Mandatory And Permissive Language** - The words "shall", "will", or "must" denote mandatory action. The word "should" denotes that a recommended or preferred course of action is indicated, but may be deviated from if such alternate actions can be reasonably justified. The word "may" denotes permissive action which is neither mandatory nor necessarily recommended.

### **DEFINITIONS**

The following definitions of terms will apply to all General Orders, unless specifically stated otherwise, or unless the context in which it is used clearly implies otherwise. Synonyms are in italics.

**ADULT** - Any person 17 years of age or older.

**AREA** - Any office, bureau, division, section, unit, or other subdivision of the Department.

**ARREST** - The taking of one person into custody by another. To constitute arrest there must be an actual restraint of the person. The restraint may be imposed by force or may result from the submission of the person arrested to the custody of the one arresting him.

**AUTHORITY** - The sum total of rights and powers to act and the power to expend resources of the organization to achieve agreed upon objectives.

**BOOKING** - Refers to the official record of an arrest, made when the arrestee's name and address, the offense charged against him, by whom he was arrested, a list of any property taken from him, and the date and time of the booking, are entered into an official book kept for such purposes at a jail, prison, or police station.

**BUREAU** - The first subdivision of command directly responsible to the Chief of Police.

**BUSINESS HOURS** - Department business hours will be 0800 hrs. to 1700 hrs. Monday through Friday, excluding legal holidays.

**CALL** - 1. A response made by an employee to an assignment, a request from a private citizen, a Department communication, or in furtherance of an investigation or assignment. 2. A radio-dispatched assignment.

**CHAIN OF COMMAND** - The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution.

**CHIEF** - Refers to the Chief of Police.

**CITY** - Refers to the area within the corporate limits of the city of Baton Rouge.

**CITY LIMITS** - Refers to the geographical boundaries of the city of Baton Rouge.

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**CITY-PARISH** - Refers to the consolidated government of the city of Baton Rouge and the parish of East Baton Rouge.

**CIVIL SERVICE** - Refers to the Municipal Fire and Police Department Civil Service Board, or its rules and regulations.

**CIVILIAN EMPLOYEE** - Any classified or unclassified employee of the Department not sworn or commissioned as a police officer.

**CLASSIFIED** - Those employees (or positions) whose jobs fall under the authority and protection of civil service.

**COMMANDER** - A sworn officer holding the rank of Lieutenant or higher.

**COMMANDING OFFICER** - A sworn officer in command of the Department, or a Bureau, Division, Precinct, Shift, Squad, Unit, Section or Office of the Department. (Note: Any officer may be designated to take command of a specific detail or assignment for a specified amount of time, without regard to rank or position.)

**COMMISSIONED OFFICER** - A classified or unclassified employee of the Department, or non-employee of the Department, who has completed required training, and is legally commissioned with police powers of arrest.

**CONTRACT** - Refers to a signed working agreement between the Mayor-President of the City-Parish and the Baton Rouge Union of Police, Local 237.

**DAYS OFF** - Those days, determined by the Chief of Police, on which a given member is excused from duty.

**DELEGATION** - The process of arriving at agreement with a subordinate as to what work he is to do, and the limits within which he is to work. Authority may be delegated; responsibility may not.

**DEMOTION** - The reduction of an employee from a position in a higher class or rank to a position in a lower class or rank.

**DEPARTMENT** - When capitalized, refers to the Baton Rouge Police Department. When not capitalized, or used with a modifier, may refer to any division of a government.

**DIRECTIVE** - A written or verbal advisory or order from a superior to one or more subordinates, intended to guide or direct actions.

**DISCIPLINE** - Measured action taken by a superior towards one or more subordinates, intended to correct improper actions or behavior, and control future actions or behavior.

**DISMISSAL** - The involuntary separation of an employee from Department employment. Termination.

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**DISTRICT** - A defined geographical area within the city limits, assigned to be patrolled by the Department.

**DIVISION** - The first subdivision of a bureau.

**EMPLOYEE** - When used alone, without a modifier, refers to all personnel assigned to the Department, including reserve officers while on duty. Member, Personnel.

**FELONY** - Any crime for which an offender may be sentenced to death or imprisonment at hard labor.

**FILE NUMBER** - A numbering system used by the Department for reporting purposes. File numbers will recycle to "1" on the first day of each calendar year, and be issued in ascending sequential order until the end of each calendar year. Reports bearing file numbers will be catalogued and recorded by calendar year, using the last two digits of the year as a prefix to the file number (Example 90-00001, for the first file number of 1990).

**FORM** - A document, approved for use by the Chief of Police, containing blank spaces or lines for insertion of required or requested information, and serving, when completed, as an official written record of the Department.

**GENERAL ORDER** - A written directive which pertains to permanent policy and procedure for the indefinite future of the Department, which is assigned a sequential control number and issued in a standardized format by the Chief of Police, or his designee, to all affected personnel.

**JURISDICTION** - The limits or territory within which police powers and authority may be exercised by officers of the Department.

**JUVENILE** - Any person who has not yet attained age 17.

**LAW ENFORCEMENT OFFICER** - Any sheriff, deputy, constable, marshal, police officer, trooper, investigator, agent, or other, sworn and commissioned to enforce the laws of the city of Baton Rouge, parish of East Baton Rouge, state of Louisiana, or United States of America.

**LAWFUL ORDER** - Any written or verbal directive issued by a superior to any subordinate or group of subordinates in the course of police duty, which is not in violation of any law, ordinance, statute, or departmental policy, procedure, rule or regulation.

**LEAVE** - Properly authorized and approved absence from regularly scheduled duty.

**MANUAL** - When capitalized refers to the Department Policies and Procedures Manual.

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**MARKED UNIT** - An authorized police vehicle equipped with audible and visible warning devices, bearing decals and/or painted words or symbols which clearly identify it as such.

**MAY** - Indicates a permissive course of action by an employee.

**MEMBER** - See Employee

**MISDEMEANOR** - Any crime other than a felony.

**MUST** - Indicates a mandatory course of action by an employee. Will, Will

**OBJECTIVE** - A desired end for which effort is expended, and which, if attained, fulfills the purposes of the Department. Within each objective, there may be a number of ancillary objectives, each of which, if attained, contributes to the overall accomplishment of the police mission.

**OFF-DUTY** - Anytime an employee is not on-duty, as defined in this order.

**OFFICE** - The Chief of Police and certain staff subdivisions or functions of his subordinates.

**OFFICE HOURS** - See Business Hours

**OFFICER** - A sworn, commissioned member of the Department, to include all ranks. Also includes reserve officers while on-duty.

**ON-DUTY** - Anytime an employee is actively engaged in the performance of regularly assigned duties, when in the performance of a special assignment for the Department, or when involved in any incident which requires the employee to act in his capacity as a police officer.

**ORDER** - A written or verbal instruction by a supervisor.

**PARISH** - Unless otherwise specified, refers to East Baton Rouge Parish.

**PATROL** - The action of traversing a district, zone, beat, or area, for observation and the maintenance of security of the public peace.

**PERSONNEL** - See Employee

**POLICE OFFICER** - See Officer

**POLICY** - A general statement of guiding principals and values which will be followed in activities which are directed toward the attainment of Department objectives.

**PRECINCT** - A Department facility housing those officers assigned to patrol a District.



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**PROCEDURE** - A method of directing action in a particular situation to perform a specific task, or reach a particular objective, within the guidelines of policy.

**PROMOTION** - Advancement from a lower class or rank to a higher class or rank, involving increased responsibilities.

**RANK** - The civil service classification of Department officers. The ranks of the Department, in ascending order, are: Cadet, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police, Chief of Police.

**RANKING OFFICER** - The officer having the highest rank or classification, or the highest seniority level within the same rank or classification.

**REGULATION** - A specific prohibition or requirement which is stated to prevent deviation from policies or procedures. Rules and regulations allow for very little deviation, other than for stated exceptions. Rule

**REPORT** - A written record of the Department.

**REPRIMAND** - A verbal or written warning of unacceptable behavior or actions, issued by a superior to a subordinate.

**RESPONSIBILITY** - Denotes that there is a duty obligation and accountability ascribed to an employee, and that the employee will be answerable to superiors for specified actions and/or conduct.

**RULE** - See Regulation

**SECTION** - (Context determines definition)

1. A subdivision of a bureau, division or office.
2. A subdivision of a General Order.

**SENIORITY** - Seniority in the Department, in any rank, is established by date of confirmation of permanent employment status.

**WILL** - See Must

**SHIFT** - A designated tour of duty, whereby work hours and days off are defined.

**SHOULD** - Denotes a recommended or preferred course of action which may be deviated from if such alternate actions can be reasonably justified.

**SPECIALIZED DIVISION** - Any division, office, section, unit, or position requiring specialized skills or duties not associated with normal police patrol functions.

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**SQUAD** - A subdivision of a shift, consisting of a group of officers with a common assignment and shift.

**STATE** - Unless otherwise specified, refers to the state of Louisiana.

**SUBORDINATE** - Any employee of lesser rank or seniority than the affected employee.

**SUPERIOR** - Any employee of greater rank or seniority than the affected employee.

**SUPERVISOR** - An officer or civilian employee who has obtained supervisory classification to oversee, guide, and control the work of others.

**SUSPENSION** - A temporary involuntary separation of an employee from his position.

**SWORN PERSONNEL** - Those employees who have executed an oath of office.

**TERMINATION** - See Dismissal

**TIME** - All referrals to time of any activity will be based on the 24-hour clock system, with days beginning at 00:00:01 hrs. (one second after midnight) and ending at 24:00:00 hrs. (midnight)

**TRANSFER** - A lateral change in assignment or position, with no change in classification.

**UNCLASSIFIED** - Those appointive positions (or appointed employees) not under the authority and protection of civil service.

**UNION** - Refers to the Baton Rouge Union of Police, Local 237.

**UNIT** - (Context determines definition) 1. A subdivision of a division, office, or section. 2. An authorized police vehicle.

**UNMARKED UNIT** - An authorized police vehicle which may or may not be equipped with audible and/or visible warning devices, but does not bear any external decals or painted words or symbols which would clearly identify it as such.

**WILL** - See Must

**ZONE** - A subdivided patrol area of a district divided patrol area of a district.